

EDITED KSA LISTING

CLASS: SUPERVISING COOK I (CORRECTIONAL FACILITY)

NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.

	Knowledge of:
K1	Basic knowledge of the principles used in the storage, care, preparation, cooking (including baking), dispensing, and serving food in various quantities to ensure quality services are provided in the food service operation.
K2	Basic knowledge of the procedures used in the storage, care, preparation, cooking (including baking), dispensing, and serving food in various quantities to ensure quality services are provided in the food service operation.
K3	Basic knowledge of the equipment used in the storage, care, preparation, cooking (including baking), dispensing, and serving food in various quantities to ensure quality services are provided in the food service operation.
K4	Basic knowledge of kitchen sanitation and safety measures used in the operation, cleaning, and care of utensils, equipment and work areas to ensure quality services are provided in the food service operation.
K5	Basic knowledge of safe food handling procedures to ensure prevention of food-borne illnesses in the food service operation.
K6	Basic knowledge of nutritional food values as well as appropriate substitutions within food groups to ensure proper nutrition is provided to the inmates/wards.
K7	Basic knowledge of the principles of supervision to effectively supervise employees, inmates and/or wards in the performance of duties.
K8	Basic knowledge of food accounting to ensure budget accountability.
K9	Basic knowledge of food and/or equipment purchasing to ensure the efficient operation of the food service program.
K10	Basic knowledge of food and/or equipment requisitioning to ensure the efficient operation of the food service program.
K11	Basic knowledge of training methods to provide direction to employees, inmates and/or wards to ensure the safe and efficient operation of the food service program.
K12	Basic knowledge of the Department's Equal Employment Opportunity Program objective to effectively direct staff.
K13	Basic knowledge of the Department's Equal Employment Opportunity Program objectives and the processes available for supervisors to effectively meet those objectives.
K14	Basic knowledge of computer usage (e.g. hardware, software programs, etc.) to maintain accurate records, communicate effectively and contribute to the department's needs.

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	Skill to:
S1	Skill in judging food quality to ensure healthy food products for consumption.
S2	Skill in preparation and cooking of all food groups to ensure quality services are provided.
S3	Skill in planning, organizing, and directing the work of others to ensure quality services are provided.
S4	Skill in preparing reports and record keeping to provide information and documentation to ensure efficient operation of the food service program.
S5	Skill in keeping inventories and making requisitions to provide information and documentation to ensure efficient operation of the food service program.
S6	Skill in using appropriate equipment to provide a safe and efficient operation of the food service program.
S7	Skill in determining food quantities necessary for groups of varying sizes to ensure the efficient operation of the food service program.
S8	Skill in directing the preparation of various diets to ensure proper receipt of designated food items to inmates/wards.
S9	Skill in planning food production to ensure the safe and efficient operation of the food service program.
S10	Skill in planning and conducting training to provide direction to employees, inmates and/or wards to ensure the safe and efficient operation of the food service program.
S11	Skill in analyzing situations accurately and taking and/or recommending an effective course of action to ensure the safe and efficient operation of the food service program.
S12	Skill to effectively contribute to the department's Equal Employment Opportunity Program objectives to create and maintain a fair and equitable work environment.
S13	Skill in the usage of computers and/or software programs to maintain accurate records, communicate effectively and contribute to the department's needs.

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